



Name of CTC Partner  
Federal Emergency Management Agency  
Cooperating Technical Community  
Mapping Activity Statement

**Agreement agreement #- Assessment of Community Mapping Needs**

In accordance with the Cooperating Technical Community (CTC) Memorandum of Agreement dated insert date between the name of CTC partner and the Federal Emergency Management Agency (FEMA), Agreement agreement # is as follows:

- 1. Objective and Scope:** The objective of this Mapping Activity is the assessment and evaluation of flood mapping needs for specify communities to be evaluated, such as all communities in State; a specific list of communities; or reference an attached list. For each community, the assessment will consider the need for flood data updates (requiring new engineering analyses and/or floodplain mapping) and map maintenance (updating non-engineering reference features, such as roads and corporate limits).
- 2. Period of Performance:**  
*{For Locally Funded Agreements}* This Mapping Activity will begin on Insert Start Date and end no later than Insert End Date. This Mapping Activity may be terminated at the option of FEMA or Insert CTC Partner Name in accordance with the provisions of the Insert MOA Date CTC Memorandum of Agreement.  
*{For FEMA Funded Agreements}* The period of performance will be in accordance with Agreement Article II.
- 3. Funding/Cost-Sharing:** Summarize any funding provided by FEMA and/or cost-sharing arrangements with the community. This section can be marked "not applicable" for locally-funded Mapping Activities.
- 4. Standards:** This assessment will be conducted and all products prepared in accordance with the procedures outlined in FEMA's *Assessment and Evaluation of Community Flood Mapping Needs* (document under development).
- 5. Products:** The CTC Partner shall make the following products available:
  - Electronic files containing summary data of mapping needs. The spreadsheet template provided by FEMA shall be used.
  - All materials (hardcopy or electronic) supporting community mapping needs collected as part of this investigation. Hardcopy materials and computer disks or CD-ROMs should be clearly marked with community name and identification number.
  - A summary report of Insert Name of CTC partner assessment of community map needs.
- 6. Schedule and Milestones:** Upon completion, final products will be provided to the FEMA Project Officer.

**7. Certification:** Not applicable.

**8. Technical Assistance and Resources:** FEMA's Mapping Coordination Contractor (MCC)/Technical Evaluation Contractor (TEC) maintains archives of community flood study data. Archived data include copies of FEMA-issued Letters of Map Change (LOMCs); engineering and mapping support data and documentation; information on deferred map actions; and data collected as part of FEMA's Five-Year Mapping Needs Assessment Process. A visit to research the MCC/TEC archives may be arranged by contacting the FEMA Project Officer. For specific data items, the MCC/TEC may be contacted at 1-877 FEMA MAP.

**9. Contractors:** Specify any contractors to be utilized by the CTC partner to complete the activity. Mark "not applicable" if none. Procurement of subcontractors using Federal funds provided as part of this Mapping Activity will comply with the requirements of 44 CFR 13.36.

**10. Quality Assurance/Quality Control (QA/QC) Procedures:** The electronic summary data files shall be checked against the source data to verify accuracy of data entry prior to submission to FEMA.

**11. Reporting:**

*{For Locally Funded Agreements}* Specify reporting requirements, if any.

*{For FEMA Funded Agreements}* Reporting requirements will be in accordance with Agreement Articles V & VI.

**12. Points of Contact:** The FEMA Project Officer is name of FEMA PO and the CTC's Project Manager is name of CTC PM, or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities.

Each party has caused this Mapping Activity Statement to be executed by its duly authorized representatives.

\_\_\_\_\_  
CTC Partner's authorized representative

\_\_\_\_\_  
date

\_\_\_\_\_  
FEMA authorized representative

\_\_\_\_\_  
date